

Completing the Evaluation Document

The evaluation document and the appraisal interview are the main components of the yearly review. Completing the evaluation document should be more than just a written exercise for the supervisor. It should be well-thought through, planned in advance, and discussed with and signed by the reviewing officer before the employee is involved. During the interview, the evaluation should be used as a communication tool.

Steps In The Preparation For The Interview

1. Gather Essential Information And Documents
 - a. The planning document
 - b. The PD
 - c. All supervisory notes
2. Prepare The Evaluation Document
 - a. Be specific
 - b. Be factual
 - c. Be objective
 - d. Use job related information
 - e. Use behaviors
3. Schedule The Interview
 - a. Allow sufficient time
 - b. Ensure privacy
 - c. Consider possible questions and reactions